505

15 October 1971

MEMORANDUM FOR:   Director of Training

SUBJECT            :   Support School Weekly Report

A.    ADMINISTRATIVE TRAINING

1.   Clerical Training

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After a meeting with Mr.[_____]of IBM, it appears that their program for training Agency employees to use the Magnetic Tape Selectric Typewriter (MTST) is quite adequate as now constituted. [_____25X1A5a1_____] did point out, however, that the Agency is not receiving any benefit from the follow-up instruction which IBM provides as part of the program.  Under normal circumstances, an IBM instructor visits students on the job a week or so after the classroom instruction to assist with any problems a student might have encountered in putting the instruction to use in the office.  However, due to the Agency's security requirements the IBM instructor has rarely, if ever, been able to work with our employees in their offices.  We are investigating the feasibility of clearing the IBM instructor so that the Agency may avail itself of the follow-up instruction.

2.   The Project Officer in the Contract Cycle

Final arrangements for the launching of this new course on Monday, 18 October, have been completed.   Three last-minute student cancellations have been filled with names from the backlog of Training Requests being held in the Registrar's office.

3.   Clerical Induction Course

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[_____], Records Management Branch, SSS/DDS, audited that portion of Clerical Induction training devoted to office filing to ensure that instructional material prepared by his staff for use in individual offices throughout the Agency complemented the instruction given in the

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Clerical Induction class. [_____] is interested also in reviewing the statistics concerning filing systems and procedures obtained from the questionnaires distributed by Clerical Training last August to former students.

B.    MANAGEMENT TRAINING

1.   Advanced Management (Planning)

a.   Enrollments in the AM(P) course scheduled to begin on 14 November have reached a total of 46.   Grades of the participants are GS-09

to GS-14. A special bulletin will be published soon announcing formally that the requirement that a registrant be in grade GS-13 or GS-14 will be eased considerably. We plan to make the AM(P) available to anyone, GS-09 and above, who has completed a minimum of one year of employment with the Agency.

b. After hearing about John Clarke's "skit" on O/PPB and Congress, we asked [ ] if a similar, though modified, presentation might be arranged as the O/PPB input for the AM(P) course. Unfortunately, Paul believes that it will not be easy to re-work the presentation to suit our requirements and still retain the impact of the original version.

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2. Managerial Grid

Prerequisites for participation in the Grid will be changed in the near future. As the result of a successful experiment last spring, we plan to open the Grid to employees in grades GS-07 and above who have at least one year of Agency service. Heretofore, GS-13 was the official minimum grade level although an occasional GS-12 was accepted.

3. Fundamentals of Supervision and Management

Sixty-nine applications have been received for the 38 spaces available in the FSM scheduled to begin 1 November. To accommodate the overage, an extra presentation of the FSM will be given during the week of 29 November. In addition, the FSM scheduled for the week of 6 December is already oversubscribed with 54 registrations on file in ISS/AIR. An effort will be made to take care of a few of these officers in the 29 November course, and the rest will have priority for the FSM scheduled for 9 January.

4. Performance Appraisal Workshop (Office of Computer Services)

Preliminary discussions were held during the past week with [ ] Administrative Officer of the Office of Computer Services, to arrange for a special presentation of the Workshop for OCS personnel.

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5. Performance Appraisal Workshop (Regular)

We talked this week with [ ] Chief of the Plans Staff in the Office of Personnel, who agreed to furnish some statistics which should prove useful in improving some of the instructional material in our regular workshop.

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6. Component Training

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[                              ] have been assigned responsibility for monitoring component training activities for the Science and Technology and

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Support Directorates, respectively. [                    ] Component Training Coordinator, has been advised accordingly.

[                                        ]

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Chief, Support School

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